

ACTIONS for Trained Diabetes Personnel



With proper supervision and training, and where state laws do not prohibit it, nonmedical personnel can help students manage their diabetes safely at school. This guide uses the term “trained diabetes personnel,” but some schools use other names. Trained diabetes personnel may include school staff members, health aides, and licensed practical nurses. Depending on the size of the school, at least two people should be trained to perform diabetes care tasks and be trained diabetes personnel.

If a school has a nurse, the nurse takes the lead in providing diabetes care. Either the school nurse or at least one of the trained diabetes personnel should be on site throughout the school day and during school-sponsored activities that take place before or after school in which a student with diabetes participates.

- ☐ **Understand the student’s Diabetes Medical Management Plan, 504 Plan, IEP, or other education plan.**
- ☐ **Understand the student’s Quick Reference Emergency Plan.**
- ☐ **Attend the student’s school health team meetings** to gain understanding of the overall goal of care.
- ☐ **Participate in diabetes management training.**
- ☐ **Learn about diabetes** by reviewing materials contained in this guide.
- ☐ **Perform routine and emergency diabetes care tasks**, including blood glucose monitoring, urine ketone testing, insulin administration, and glucagon administration after receiving training under the direction of the school nurse or other assigned health care professional.
- ☐ **Practice universal precautions and infection control procedures** in all student encounters.
- ☐ **Participate in planned evaluations of care.**
- ☐ **Document care provided** according to standards and requirements outlined by school policy.
- ☐ **Observe and record student health and behavior**, noting any changes over time.
- ☐ **Communicate directly and regularly with the school nurse or the supervising health care professional.**
- ☐ **Consult with appropriate members of the student’s school health team** when questions arise or the student’s health status changes.

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- ☐ **Respect the student's confidentiality and right to privacy.**
- ☐ **Be available** on campus during regular school hours and when the student participates in school-sponsored extracurricular activities held before or after school.
- ☐ **Accompany the student on field trips or off-campus school-sponsored sports events** and activities, as determined by the 504 Plan, IEP, or other education plan.
- ☐ **Provide support and encouragement to the student.**
- ☐ **Help ensure that the student has a supportive learning environment** and is treated the same as students without diabetes, except to respond to medical needs.